



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1320.8C

MANP

JUL 7 1998

BASE ORDER 1320.8C

From: Commanding General
To: Distribution List

Subj: ORIENTATION/INDOCTRINATION OF NEWLY ARRIVED PERSONNEL

Ref: (a) BO 1320.6D

1. Purpose. To establish minimum procedures for the orientation/indoctrination of newly arrived personnel and to amplify previous direction in this area.

2. Cancellation. BO 1320.8B.

3. Background. Reference (a) established procedures for assistance to be provided to all officers and enlisted personnel on orders to Marine Corps Base, Camp Lejeune, North Carolina, including the furnishing of advance information to the individual prior to their departure from their previous command. Such a system, although desirable, is not feasible for most lower ranking enlisted personnel who are normally assigned straight from entry level training; yet, the need for assistance to this group is far greater. They are relatively inexperienced and the initial reception is of the utmost importance in influencing the Marine's future behavior and can result in a corresponding effort on the part of the individual Marine to accept his/her responsibilities as a member of the command.

4. Action. In addition to the requirements expressed in reference (a), each organizational commander will provide each newly joined Marine, as a minimum, an orientation briefing which addresses, but is not limited to, the following topics:

a. The mission of the Base and the individual's organization/unit.

b. Command responsibilities for the individual.

c. Individual's responsibilities to the command.

d. Training requirements.

e. Additional duties, e.g., guard, DNCO.

f. Standards of dress and personal appearance.


g. Conduct expected of the Marine.

h. Request Mast policy and procedures.

i. Promotion policies.

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- j. Disciplinary procedures.
- k. Leadership training program.
- l. Drug/alcohol abuse program.
- m. Availability of Morale, Welfare, and Recreation (MWR)/club activities.
- n. Utilization of off-Base recreation activities/community relations.
- o. Availability of on-Base and off-Base transportation.
- p. Educational opportunities.
- q. Red Cross/Navy-Marine Corps Relief Society/Chaplain services.
- r. Disbursing facilities/services, including information on Leave and Earnings Statements.
- s. Legal assistance.
- t. Immediate and lasting effects of unauthorized absence/desertion on the individual Marine.
- u. Telephone listing of key personnel to call in the event of a problem/emergency.
- v. Regulations concerning privately owned vehicles (POV's).
- w. On-Base/off-Base housing.


B. A. GOMBAR
Chief of Staff

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